



## UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 2305.4S

SSEC

MAR 11 1996

### BASE ORDER 2305.4S

From: Commanding General  
To: Distribution List

Subj: FAST RESPONSE ON SHORT TRANSMISSION (FROST) CALL PROCEDURES

Encl: (1) FROST CALL FORM  
(2) FROST CALL CHECKLIST  
(3) FROST CALL DISSEMINATION RESPONSIBILITIES

1. Purpose. To establish procedures for rapid passage of information or instructions to organizations organic to or located aboard Marine Corps Base, Camp Lejeune.

2. Cancellation. BO 2305.4R.

3. Action

a. During Working Hours

(1) The Chief of Staff will approve all FROST CALLS.

(2) General/Special Staff Officers/Organizational Commanders having information that must be disseminated expeditiously throughout the command (including tenant organizations, if appropriate), will prepare a FROST CALL in the format contained in enclosure (1) and submit it to the Chief of Staff for approval. The submitting command/staff section must indicate if the FROST CALL is to go out to all hands (i.e., every MCB organizational command and staff section plus all tenant organizations) or indicate specifically which commands/organizations need to receive the information. Upon approval by the Chief of Staff, the requesting command/staff section will initiate calls to the applicable commands and/or staff sections aboard the Base as outlined in enclosure (2).

(3) Each recipient of a FROST CALL will continue to pass the information to applicable sections within their cognizance as outlined in enclosure (3).

(4) The following will be used in passing the FROST CALL:

(a) ALL FROST CALLS will be preceded by the words "THIS IS A FROST CALL."

MAR 11 1996

(b) ALL FROST CALLS will be recorded by the recipient and repeated back for accuracy.

(c) The FROST CALL will be delivered to the principal staff officer or organizational commander without delay.

(d) Persons placing the call will record the name of the individual receiving the call and the date and time the FROST CALL was transmitted/delivered.

c. During Non-working Hours. The Command Duty Officer will initiate FROST CALLS during non-working hours upon direction of the Chief of Staff.

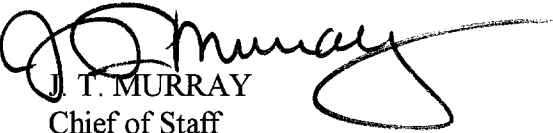
d. Use of Electronic Mail System. FROST CALLS that are not of an urgent nature may be transmitted via E-Mail to the Chief of Staff, who, upon approval, will forward the FROST CALL to cognizant General and Special Staff/Organizational Commanders for further dissemination.

e. Alternate Method. In the event of telephone/network failure, FROST CALLS may be delivered by messenger.

f. FROST CALL Forms. Enclosure (1) may be reproduced locally and used in the draft preparation of FROST CALLS.

4. Summary of Revision. This Order has been revised and needs to be read in its entirety.

5. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

  
J. T. MURRAY  
Chief of Staff

DISTRIBUTION: X

MAR 11 1996

## FROST CALL FORM

From:

To: Chief of Staff, Marine Corps Base, Camp Lejeune

Subj: FROST CALL

1. Request the following be passed as a FROST CALL: (Remember, keep it clear and concise.)

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2. This FROST CALL is applicable to the following:

\_\_\_\_\_ Everyone aboard MCB, CamLej and MCAS, New River

\_\_\_\_\_ Only these listed commands/staff sections: (LIST THEM)

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Signature of Drafter

Chief of Staff Action:

APPROVED: \_\_\_\_\_

DATE/TIME: \_\_\_\_/\_\_\_\_/\_\_\_\_

DISAPPROVED: \_\_\_\_\_

DATE/TIME: \_\_\_\_/\_\_\_\_/\_\_\_\_

ENCLOSURE (1)



MAR 11 1996

## FROST CALL CHECKLIST

FROST CALL REQUESTED PASSED TO THE BELOW COMMANDS/STAFF SECTIONS  
FOR FURTHER DISSEMINATION

<u>COMMAND</u>	<u>PERSON CONTACTED</u>	<u>DATE/TIME</u>
MARFORLANT	_____	_____/____
Standing JTF	_____	_____/____
2d MARDIV	_____	_____/____
II MACE	_____	_____/____
2d FSSG	_____	_____/____
2d SRIG	_____	_____/____
MCAS, NEW RIVER	_____	_____/____
22 MEU	_____	_____/____
24 MEU	_____	_____/____
26 MEU	_____	_____/____

<u>STAFF</u>	<u>PERSON CONTACTED</u>	<u>DATE/TIME</u>
STAFF SEC	_____	_____/____
AIDE-DE-CAMP	_____	_____/____
BASE SGTMAJ	_____	_____/____
AC/S TE&O	_____	_____/____
AC/S MWR	_____	_____/____
AC/S LOG	_____	_____/____
AC/S EMD	_____	_____/____
AC/S MANP	_____	_____/____
AC/S ISS	_____	_____/____
AC/S MSD	_____	_____/____
AC/S COMPT	_____	_____/____
AC/S FAC	_____	_____/____
BASE INSP	_____	_____/____
EACO	_____	_____/____
JPAO	_____	_____/____
NCIS	_____	_____/____
SJA	_____	_____/____
CHAP	_____	_____/____

ENCLOSURE (2)

BO 2305.4S

MAR 11 1996

<u>ORG COMMANDER</u>	<u>PERSON CONTACTED</u>	<u>DATE/TIME</u>
CO, HQSPTBN		/
CO, MCSSS		/
CO, MCES		/
CO, RFLR DET		/
CO, FMSS		/
CO, SOI		/
CO, RSU		/
CO, USNH		/
CO, NAVDENCEN		/

ENCLOSURE (2)

MAR 11 1996

## FROST CALL DISSEMINATION RESPONSIBILITIES

AC/S TE&O

Training Resources Management Div  
Training Support Div  
Operations Div  
Museum Div  
Consolidated Education Center

AC/S LOG

Operations Div  
Food Service Div  
Motor Transport Div  
Traffic Management Div  
Contracting Div  
DSSC Div  
Property Control Div

AC/S MSD

Operations Div  
Comm-Elect Div  
Info Sys Mgt Div  
Qual Spt  
Info Res Mgt & Plans  
Budget  
DRIS

AC/S EMD

Environmental Compliance Div  
Environmental Planning Div  
Forestry Div  
Fish and Wildlife Div  
Administration and Finance Office  
Installation Restoration Div  
Geographic Info Systems Office

AC/S MWR

Operations Div  
MCX Div  
Sports Activity Div  
Community Recreation Div  
Comptroller Div  
Food/Hospitality Div  
NAFPO  
Services Div  
Support Div  
Review and Analysis Div  
Facilities and Maintenance Div  
Marketing Div

AC/S MANP

BMILPERS  
Base Adjutant  
HQMC Liaison  
Base Career Planner  
MISSO  
Postal Div  
CLDS  
Human Service Div  
Human Resources Office

INSPECTOR

Traffic Court  
PSAD

AC/S ISS

PMO  
Brig  
Safety  
Fire Protection Div  
Game Warden

ENCLOSURE (3)

BO 2305.4S

MAR 11 1993

AC/S COMP

Budget Div  
Managerial Accounting  
Finance Office  
Marine Federal Credit Union  
First Citizens Bank

AC/S FAC

Facilities Management Div  
Maintenance Div  
Family Housing Div  
Public Works Div  
Bachelor Housing Div

ENCLOSURE (3)